



**U.S. DEPARTMENT OF COMMERCE
U.S. Census Bureau
Field Recruitment Bulletin**

ISSUE DATE: November 13, 2015
CLOSING DATE: December 18, 2015

Recruitment Bulletin No: 31-15-2016Test-AMA-I
**Denver Regional Office
Lakewood, CO 80235**

CUT-OFF DATES: The initial cut-off date of this Recruitment Bulletin is 11:59 pm **MST** Monday, November 30, 2015. All qualified applicants received by this date will be referred to the selecting official.

There will be a subsequent cut-off date until all positions are filled or until the Recruitment Bulletin expires at 11:59 pm **MST** December 18, 2015. All qualified applicants received by the cut-off dates listed below will be referred to the selecting official until all positions are filled. Applicants need only apply one time to this recruitment bulletin but must apply for all grades the applicants feels he/she is qualified.

11:59 pm **MST**, Monday, November 30, 2015
11:59 pm **MST**, Friday, December 18, 2015

POSITION: Assistant Manager for Administration (AMA)

SALARY RANGE: AD-031-00 \$26.50 per hr.

PROMOTION POTENTIAL: NONE

NUMBER OF POSITIONS: One (1)

EXCEPTED SERVICE APPOINTMENT: This is a Schedule A temporary time limited appointment with a Not-to-Exceed date of 8/15/16.

WORK SCHEDULE: This position has a mixed-tour work schedule. A mixed-tour work schedule provides periods of full-time, part-time, and intermittent work to accommodate fluctuating workloads. The candidate(s) selected for this position must sign an agreement outlining the conditions of employment prior to appointment.

DUTY LOCATION: Westchase District, Houston, Texas

- **Internal – Current Census Employees within a region.**
Current Census employee serving on an Schedule A temporary time-limited appointment with the Denver Regional Office.

RELOCATION EXPENSES WILL NOT BE PAID.

DUTIES: Assistant Manager for Administration (AMA): Responsible for supervising and managing the payroll, supply requisitioning, and other administrative activities. Assures these activities are accomplished efficiently and expeditiously. Supervises the Office Operations Supervisors and up to 10 clerks. May also assist with recruiting activities. Supervises the daily processing of payroll, personnel, and other administrative documents. Monitors day-to-day selection, payroll, and personnel activities, reviewing completed work for accuracy and assuring that time schedules are met. Oversees payroll and personnel activities, helps maintain the flow and quality of work to meet deadlines. Monitors work status and makes adjustments to expedite production. Maintains working personnel payroll records which contain information covered by the Privacy Act. Provides administrative management information reports to the Office Manager and other management personnel. Maintains office facilities through an effective relationship with leasers or office building managers. Responsible for the approval of supply and material equipment requisitions, as needed to ensure continuity of office operations. Assists in setting up and closing the AOSC, assuring minimal waste of excess supplies and equipment. Through the use of manuals and on-the-job training, provides for the development of administrative staff. Assures the administrative operations are conducted within prescribed time schedules and budget allocations. Identifies problems and communicates clearly and persuasively the action associated with encountered problems. Assists as the principal technical advisor on administrative operations in the AOSC answering inquiries from the Office Operations Supervisor and providing guidance to AOSC employees.

QUALIFICATIONS: Applicants are responsible for ensuring that the application submitted clearly indicates that they meet the minimum qualification requirements listed below.

To qualify for the Assistant Manager for Administration position, all applicants **MUST**

- 1) Pass a written management test; and
- 2) Have at least the minimum experience in each of the three areas contained in the Evaluation Criteria Attachment. Criteria statements in the attachment, select the letter that best describes your experience. You must have experience in **all** aspects of the work described in order to claim credit for any given level. If you do not meet any part of the description for a level, you may not take credit for it and must chose one of the lower levels that you do meet in full.

EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the Evaluation Criteria at the end of this bulletin. **To be considered, applicants must submit responses to the Evaluation Criteria at the end of this bulletin.**

HOW TO APPLY: Applicants must submit a separate completed Optional Application for Federal Employment (OF-612) or a resume for each grade level for which you are applying. Be sure to include the grade level, on each application, and be sure to list the Recruitment Bulletin and Title on each application. List your work duties and accomplishments relating to the job for which you are applying. The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

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- Recruitment Bulletin number, title, and grade for which you are applying.
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number.
- Country of citizenship (**this Federal job requires U.S. citizenship**)
- Veterans' Preference – Applicants claiming 10-point veterans' preference must submit an SF-15, Application for 10-point Veterans' Preference, with the required proof (i.e., statement from Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. If the applicant does not provide this supporting documentation for the 10-point preference, but has provided the documentation for the 5-point preference, they will receive the 5-point preference only (until the documentation for the 10-point preference is received).
- Highest Federal civilian grade held (if applicable).
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).

Please Note: Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government fax machines will not be accepted.

Applicants requiring reasonable accommodation for any part of their application and hiring process should **call Human Resources at 877-233-4776**.

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Complete application package must be received by the closing date of the bulletin and submitted to:

Denver Regional Census Center
6950 W Jefferson Ave.
Suite 250
Lakewood, CO 80235
ATTN: 2016 TEST HR DEPT
EMAIL: denver.rcc.admin@census.gov
FAX: (303) 969-6777

For further information on this vacancy, contact Human Resources at **877-233-4776**.

OTHER INFORMATION:

- This is a Mixed-Tour work schedule, which may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign an agreement outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
- Applicants must be 18 years or older to be hired.
- Applicants must be a U.S. citizen.
- Public law requires all new appointees to present proof of identity and employment eligibility.
- Employees who receive a Voluntary Separation Incentive Payment (VSIP) or a buyout and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.
- Disabled Veterans or any other applicants eligible for non-competitive appointments, should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling the **Human Resources at 877-233-4776**.
- Selected applicants must pass a background investigation.
- You may be entitled to benefits.

For further information on this vacancy, contact **Human Resources at 877-233-4776.**

THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY at 877-233-4776. THE DECISION OF GRANTING A REASONABLE ACCOMMODATION WILL BE A CASE-BY-CASE BASIS.

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

All qualified applicants will be considered regardless of age, race, color, sex, creed, national origin, lawful political affiliation, disability, marital status, affiliation with an employee organization, sexual orientation, or other non-merit factor.

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To be considered, applicants must complete the form below addressing each of the following and submit with application.	
EVALUATION CRITERIA STATEMENT FOR ASSISTANT MANAGER FOR ADMINISTRATION	
COLUMN A	COLUMN B
<p>Applicants <u>are required</u> to answer each of the three questions below in Column A by circling the best response <u>and</u> completing the corresponding information in Column B.</p>	<p>Applicants are also required to complete the following.</p> <ol style="list-style-type: none"> 1. Indicate the job from your attached resume or other application form that verifies the answer you selected. <u>OR</u> 2. Write in the space below your experience that supports your answer. In addition to listing your experience, you <u>must include</u> the employer's name and address, the title of the position, and the dates of employment.
<p>1. Please select the answer that best describes your experience demonstrating the ability to provide direct supervision over employees/ supervisors. (Circle the appropriate letter.)</p> <ol style="list-style-type: none"> a. As my primary responsibility, I have experience with <u>both</u> of the following: managing a staff of 20 or more employees that included at least <u>two</u> levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); <u>and</u>, managing a rigorous, time-sensitive, fixed deadline operation such as a weekly payroll, billing, or delivery operation where the failure to deliver the product/service with almost perfect accuracy and on-time would have resulted in severe hardship for the organization. b. As my primary responsibility, I have experience with <u>both</u> of the following: managing a staff of 10 or more employees that included at least one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); <u>and</u>, managing a rigorous, time-sensitive, fixed deadline operation such as a weekly payroll, billing, or delivery operation where the failure to deliver the product/service with almost perfect accuracy and on-time would have resulted in severe hardship for the organization. c. As my primary responsibility, I have supervised a staff of 10 or more employees, but I have not had to supervise another supervisor/team-lead <u>or</u> I have supervised one level/tier of subordinate management, but the staff I managed was less than 10 employees. The work I supervised had critical deadlines and was time-sensitive in nature. d. My experience is less than what is described above. 	<p style="text-align: center;"><i>Response must support answer circled in Column A.</i></p>

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**EVALUATION CRITERIA STATEMENT FOR
ASSISTANT MANAGER FOR ADMINISTRATION**

COLUMN A	COLUMN B
<p>2. Please select the answer that best describes your payroll, personnel, and property management experience. (Circle the appropriate letter.)</p> <ul style="list-style-type: none"> a. I have been personally responsible for ensuring the daily processing of payroll and personnel documents. Additionally, I have been personally responsible for <u>all</u> of the following: maintaining office facilities/supplies to ensure the continuity of office operations; managing the property necessary to conduct operations, preparing administrative reports, <u>and</u> training and developing administrative staff. b. I have been personally responsible for ensuring the daily processing of payroll and personnel documents. Additionally, I have been personally responsible for <u>some</u> of the following: maintaining office facilities/supplies to ensure the continuity of office operations; managing the property necessary to conduct operations, preparing administrative reports, <u>and/or</u> training and developing administrative staff. c. I have been personally responsible for ensuring the daily processing of payroll and personnel documents. However, I have <u>not</u> been personally responsible for <u>any</u> of the following: maintaining office facilities/supplies to ensure the continuity of office operations; managing the property necessary to conduct operations, preparing administrative reports, <u>or</u> training and developing administrative staff. d. My experience is less than what is described. 	<p align="center"><i>Response must support answer circled in Column A.</i></p>
<p>3. Please select the answer that best describes your experience with using management reports to correct problems with payroll and personnel processing. Circle the response to indicate your answer.</p> <ul style="list-style-type: none"> a. I have used management reports to identify payroll and personnel processing problems, and used analysis of these reports to <u>manage</u> the implementation of solutions. b. I have used management reports to identify payroll and personnel processing problems, and used analysis of these reports to <u>implement</u> effective solutions myself. c. I have used management reports to identify payroll and personnel processing problems and used analysis of these reports to <u>recommend</u> effective solutions to managers, <u>or</u> I have used reports to manage the implementation of solutions unrelated to payroll and personnel processing problems. d. My experience is less than what is described above. 	<p align="center"><i>Response must support answer circled in Column A.</i></p>